



Client Enrichment Series

Welcome to today's presentation on:

**Advanced Topics in Workplace Strategies: Updates to FIT
(Furniture & Information Technology) Program
the presentation will start at 2:00 PM Eastern**

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your questions pane. They will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants before the next presentation in the Series.





Client Enrichment Series

Advanced Topics in Workplace Strategies: Updates to FIT (Furniture & Information Technology) Program

Hosted by:

Matthew Madison,
Office of Client Solutions Director,
GSA PBS Southwestern Region 7



Presented by:

Dianne Juba,
Workplace Strategist,
GSA Central Office
Total WorkPlace PMO





Total Workplace



GSA Total Workplace



PBS Design Excellence Program
Exterior Design
Public Spaces



PBS Total Workplace Program
Interior Design
Shared Spaces

Federal Government Right-Sizing Timeline



National Workplace Engagement

Partnering with agencies in creating a customized workplace program to advance new workplace strategies across their real estate portfolio to meet the client's business, sustainability, and real estate goals. *(GSA funded strategy/Client funded implementation)*

Pilot /Demonstration Program

Targeted program working with agencies to develop a small-scale demonstration work space to test and demonstrate new workplace strategies and serve as a catalyst for broad implementation across their real estate portfolio. *(GSA funded strategy/Client funded implementation)*

Furniture and Information Technology (FIT)

A national funding initiative that integrates FAS and PBS resources into a new GSA service offering to help other federal agencies use their workspace more efficiently and effectively.



Total Workplace Website
gsa.gov/totalworkplace



Total Workplace Presentations to FEBs and Clients



Workplace Planning Guidance



Telework Information

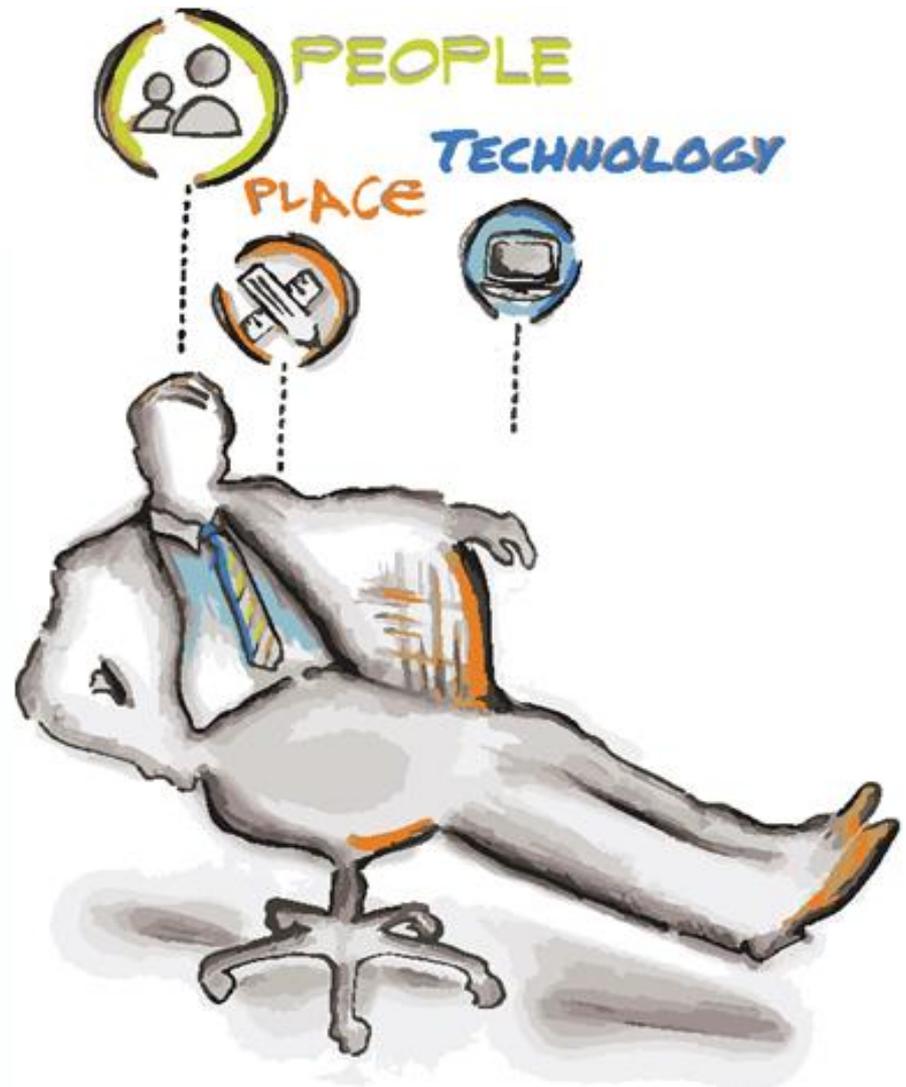


Total Workplace Client Tours
 100+ and growing

What is FIT (Furniture & Technology)?

FIT is a national GSA initiative that integrates FAS and PBS resources into a new service offering.

The offering provides funding that supports new workplace strategies.



What is FIT?

- FIT addresses an agency's furniture and IT requirements necessary to right-size their space.
- No up-front funding required; it minimizes an agency's initial capital investment and does not create an obligation need. The furniture and IT costs are amortized into the rent.
- Products, ***not services***, are offered
- Multi-year term agreement with the customer agency:
 - **3-years for IT; 5-years for furniture.**
- Ownership transfers to the customer at the end of the agreement

FIT Objectives:



Collaboration

1. Create a place where people want to come to work.
2. Encourage and support collaboration.
3. Improve productivity.
4. Improve space utilization.
5. Produce energy and carbon savings.
6. Save taxpayer dollars.





FIT Qualification Checklist

Four Mandatory Requirements:

1. Comply with your agency's utilization rate policy **or** 100-150 USF for TTO (total office), and 170 USF for the all-in UR.
2. Maximize natural light by specifying furniture panels no taller than 54".
3. Open workstations must not exceed 50 SF.
4. Offices must not exceed 150 SF. FIT Furniture can be purchased for offices 80 to 150 SF only.

FIT Qualification Checklist - Optional Design Requirements

A Minimum of SIX factors must be incorporated:

1. Locate enclosed offices support spaces on interior walls.
2. Utilize glass walls instead of solid walls where appropriate.
3. Create open, interactive, free-flowing space to encourage collaboration.
4. Analyze work patterns / job duties to determine appropriate workspace size.
5. Consider the importance of acoustics in the open work environment.
6. Offer a variety of reduced-noise spaces, such as phone booths and quiet rooms.
7. Maximize space utilization by offering desk-sharing opportunities.
8. Share meeting spaces by utilizing an organization-wide reservation system.
9. Embrace mobility: offer a telework program for a minimum of one day/week.

Furniture and Information Technology (FIT)

The Supplemental OA must be signed by the Agency, the GSA Furniture Representative, and/or the GSA IT Representative.

I agree to the initial terms with the understanding modifications will be made over time.

| | | |
|------------------------------|------------------------------|-----------------------|
| Approved | Approved | Approved |
| Tenant Agency Representative | GSA Furniture Representative | GSA IT Representative |
| Title | Title | Title |
| Date | Date | Date |

Furniture and Information Technology (FIT)

FIT Process Flow Chart

KEY ● **FAS** ● **PBS** ● **AGENCY**

CORRESPONDING COLORED CIRCLES IDENTIFY WHICH PARTIES ARE RESPONSIBLE FOR THIS STEP.

TASK 01 PROGRAM OVERVIEW Q&A

● ●

Review client powerpoint, explain program overview and assess customer need.

TASK 02 CONFIRM QUALIFICATIONS

● ●

Determine if project aligns and complies with program and client objectives.

TASK 03 APPLICATION SUBMITTED

●

Business case/project spatial data, UR and rent information transferred to web application and submitted to FIT team for review.

TASK 04 CONFIRM PROJECT FOR FIT

● ●

GSA FIT team reviews and approves/ rejects the agency's application.

TASK 05 DEFINE REQUIREMENTS

● ● ●

Project team defines agency's furniture and technology products. IT requirements are sent to NITCP for review and approval.

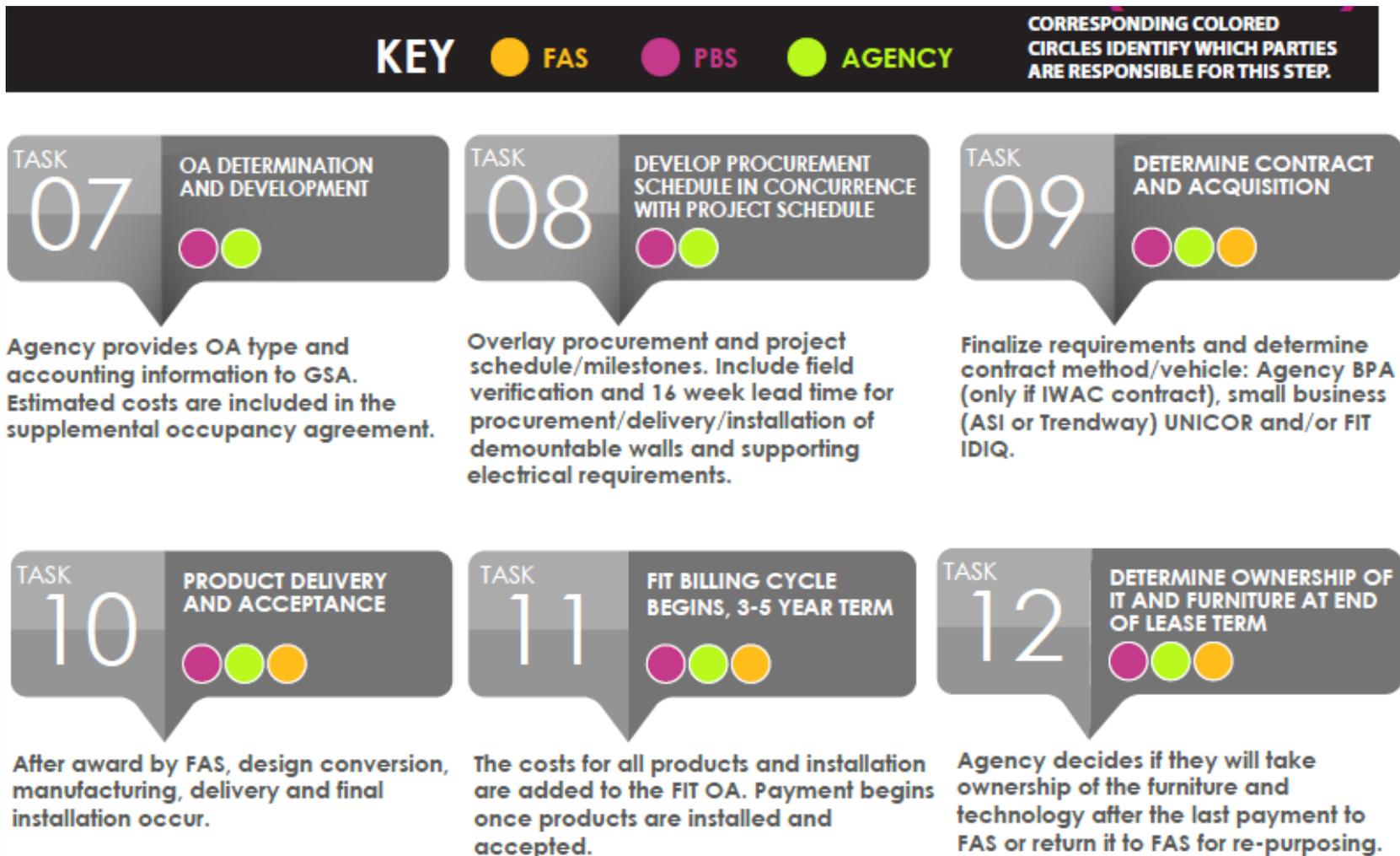
TASK 06 DEFINE SOW, COST ESTIMATE, AND PROJECT SCHEDULE

● ● ●

Finalize furniture and IT requirements, identify critical project milestones and discuss procurement schedules and contract vehicle.

Furniture and Information Technology (FIT)

FIT Process Flow Chart



FIT - Information Technology (IT) Equipment available through the Total Workplace program:

- Tablets
- Laptops
- Notebooks
- Mobile Computing Devices
- Networking and Telecommunications Equipment
- Video Tele-Conferencing (VTC) Equipment



Information Technology NOT available through the Total Workplace program:

- Software licenses
- Extended warranties
- Stand-alone wiring
- Technical advisory services
- Any other IT service



How FIT (IT) Works



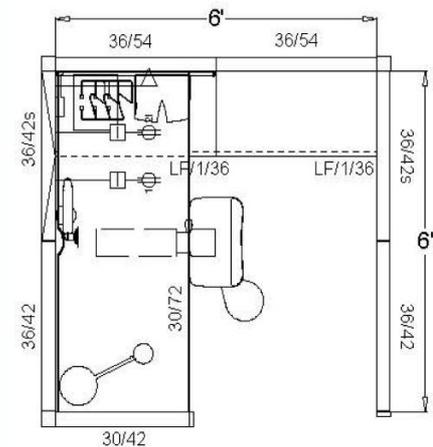
1. Requests for IT are made through your PBS point of contact.
2. Clients are responsible for identifying the IT items needed – a complete bill of materials.
3. GSA's National Information Technology Commodity Program (NITCP) is the default source for IT commodity acquisition services under FIT.
4. NITCP or Regional FAS office will conduct all acquisition activities and your PBS Project Manager will manage the process.

| Furniture Functional Area | | Vendors |
|---------------------------|---------------------------------|----------------------------|
| FA1 | Workplace Furniture | Herman Miller Steelcase |
| FA2 | Conference Room Furniture | Kimball |
| FA3 | High Density Filing and Storage | Datum |
| FA4 | Seating | Bialek |
| FA5 | Demountable Partitions | Inscape |



Workstation 6'x6'

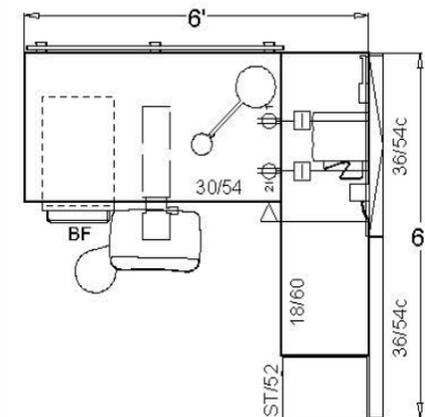
Shown with: Pedestal, Keyboard Tray, Task Light, Monitor Arm, Tool Rail

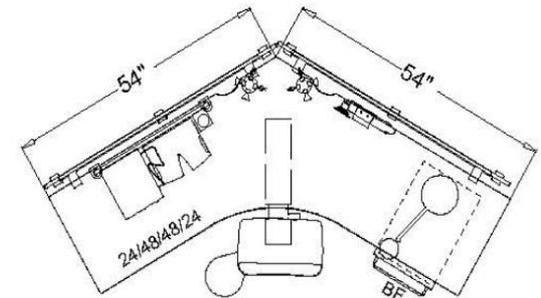




Benching Workstation 6'x6'

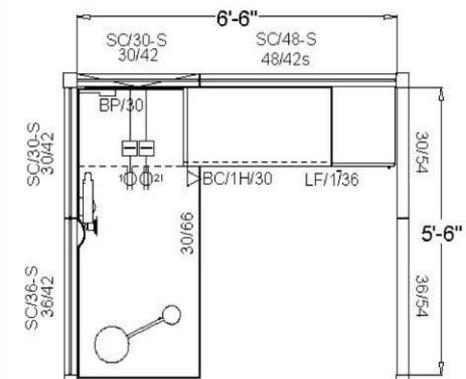
**Shown with: Pedestal, Wardrobe,
Keyboard Tray, Tool Bar, Task Light**





Workstation 120 Degree

Shown with: Pedestal, Tool Bar, Keyboard Tray, Monitor Arm, Task Light



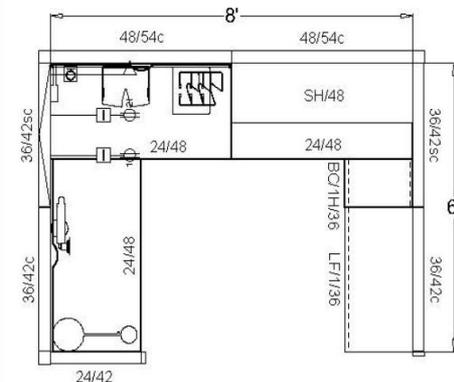
Workstation 5'6" x 6'-6"

**Shown with: Frameless Glass Stackers,
Task Light, Monitor Arm, Tower, Pedestal**



Workstation 6'x8'

**Shown with: Pedestal, Task Light,
Monitor Arm**





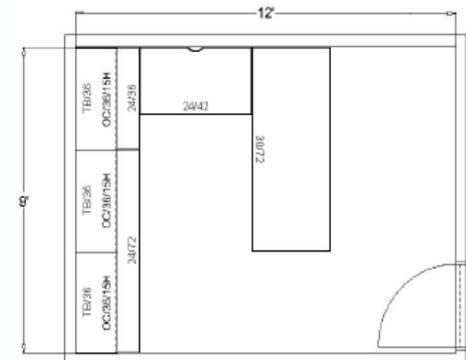
**Adjustable Height
Work Surface**

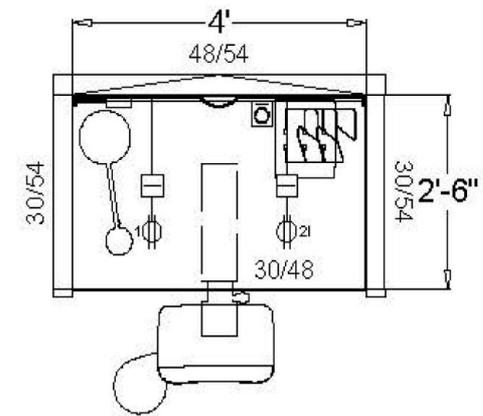


**Benching Workstation
Single Sided 30" D**



Private Office 10' x 12'



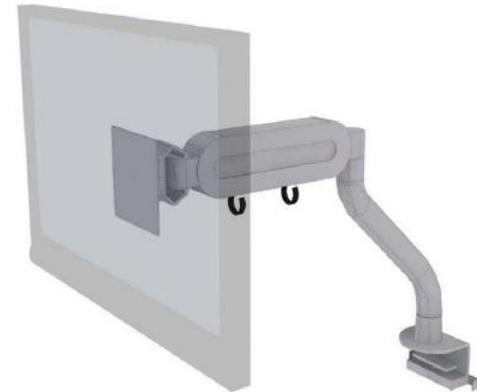


Hoteling Station 48"x30"

Shown with: Keyboard Tray, Tool Bar, Task Light



Keyboard Tray



Single & Dual Monitor Arm



Digital Lock





Personal Storage

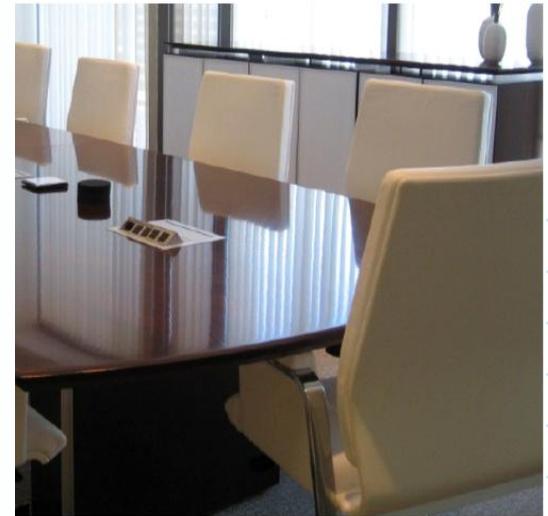


Tool Rail and Accessories



Task Light









Rotary Files



Track Files



Open Shelving



PBS Traditional Project Services (*not included in FIT*)

- Requirements Development
- Design – Test Fit, Furniture placement plans based on FIT program typicals and furniture components
- Furniture Delivery Coordination
- Installation and Punch-list Coordination
- Move & Move Coordination
- Reconfiguration and refurbishment of existing furniture

Total WorkPlace Project Request Form

Total WorkPlace Project Request

Your username (charles.hardy@gsa.gov) will be recorded when you submit this form. Not [charles.hardy?](#) [Sign out](#)
 * Required

Agency Name *

Is this for Leased or Federally-owned Space? *

- Leased
- Federally Owned
- Other:

Location *

City and State

Region *

- R1
- R2
- R3
- R4
- R5
- R6
- R7
- R8
- R9
- R10
- R11
- HQ

Anticipated Cost of Furniture, Fixtures, & Equipment (FF&E) *

Anticipated Cost of Information Technology (IT) *

Projected Inplace Need (Typically will align with anticipated Rent Start Date) *

When does the FF&E and IT need to be operational?

Current Usable Square Feet (USF) *

How much space is the client in now? Include total of all applicable leases associated with the project.

Current Rentable Square Feet (RSF) *

How much space is the client in now? Include total of all applicable leases associated with the project.

Anticipated Rentable Square Feet (RSF) *

Anticipated Usable Square Feet (USF) *

What is the current lease rate of the space being consolidated (where client is at now)? *

This is the cost per RSF and will be multiplied by the above RSF number to arrive at total cost

What is the anticipated lease rate at the new location *

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Thank you for joining us today for a
discussion on

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